



Proposed

DUTY STATEMENT	
Classification: Recycling Specialist III (Technical)	Position Number: 835-400-4696-001
Division/Office/Section: Recycling, Executive Office	
Location: 801 K Street, Sacramento	Effective Date:
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name: John Halligan	
Collective Bargaining Identifier (CBID): R01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under general direction of the Deputy Director of the Division of Recycling, the Recycling Specialist III (Technical) is responsible for independently conducting complex and critical analyses related to the Beverage Container Recycling Program (BCRP) and work relating to unidentified issues or problems involving possible conflicts between consumers and special interest groups. The incumbent will be responsible for specialized projects requiring the ability to work independently to take appropriate action throughout all phases from start to finish.

ESSENTIAL FUNCTIONS

- 40% Independently coordinate the drafting and adoption of regulations requiring the expertise of the BCRP for division programs. Coordinate and direct the efforts of division staff in drafting regulations related to the BCRP. Coordinate public hearings and work with the Office of Administrative Law and department staff to ensure regulations are calendared, documented, and adopted. Analyze proposed legislation for fiscal, economic, programmatic, and other impacts to CalRecycle and applicable stakeholders, and recommend changes to legislation as appropriate. Assist in the development and analysis of Budget Change Proposals and other division-wide policy proposals.
- 25% Plan, organize, coordinate, and complete ad-hoc special projects including, but not limited to, analysis and presentation of data and recommendations for proposed and pending changes in operational processes and procedures. Serve on and/or lead working groups to identify and develop options to meet specific needs or address emerging programmatic issues.
- 15% Provide analysis and advice to management regarding program implementation. Communicate findings to program staff, program participants, legislative members and staff, and other stakeholders. Develop, track, and analyze program performance metrics to ensure programs are effective. Complete special projects as assigned, such as responding to requests from executive staff or preparation of written explanations of program policies or actions in response to inquiries from Legislators.
- 15% Develop policies and procedures, such as manuals, guidelines, and best practices for section staff and external stakeholders, including those for initiatives without precedence. Work with unit supervisors, section manager, the Legal Office, other lead, and upper level management to establish or define the Division's interpretation of laws and regulations related to the BCRP and clearly convey departmental positions to stakeholders.

MARGINAL FUNCTIONS

- 05% Lead staff in completion of special assignments and projects. Assist the Deputy Director and other Division management with other special projects as assigned.